

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

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VOL 2, PT 2, CH 13**



**30TH SPACE WING
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Supply

TURN-IN PROCEDURES

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AFMAN 23-110, Volume 2, Part 2, Chapter 13, 1 February 1998, is supplemented as follows:

The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

SECTION A

13.3.1. Pickup and Delivery (P&D) will pick up equipment items from on-base activities. Repair Cycle Support Section (RCSS) will pick up repair cycle items from on-base activities.

13.3.3. All materiel Controls are designated as collection/pickup points and will be visited on a weekly basis.

13.3.4.1. Alternate turn-in points: All IEU items go to the Individual Equipment Unit. XD2/XF3 turn-ins go to RCSS. All XB3 items (not IEU items or hazardous materials) go through the Receiving Section. Hazardous materials will be processed through the HAZMART.

13.9.2. Critical (condemned waived) assets will be processed through the RCSS.

13.19.2. NOTE: This option is taken.

SECTION C

13.24.1. All Materiel Controls are designated as collection/pickup points and will be visited on a weekly basis.

SECTION D

13.28.1. DIFM turn-ins will be processed in RCSS.

13.28.3. RCSS will pickup DIFM returns.

13.32. The SMAG Manager will approve and sign the turn-in request prior to processing.

13.36. Inspection Section will process all equipment turn-ins.

Attachment C-1

C1.3.3. NOTE: This option not taken.

Attachment E-2

E2.5.4. NOTE: Inspection Section will process the turn-in.

Attachment E-4

E4.2.3. Change Receiving Section to Inspection Section.

E4.3.4. Change Receiving Section to Inspection Section.

E4.4.4. Change Receiving Section to Inspection Section.

E4.5.4. Change Receiving Section to Inspection Section.

E4.6.2. Inspection Section will process and sign the AF Form 2005 TIN, Issue/Turn-In Request, Version 2 (NOT LRA).

E4.7.3. Inspection Section will process and sign the AF Form 2005 TIN for unacceptable items.

PAUL W. CURTIS, Colonel, USAF
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